

**MINUTES**  
**REGULAR MEETING OF THE PLANNING AND LAND USE COMMISSION**

Date: Wednesday, May 1, 2013

Time: 7:00 PM

Place: #2 CV Drive, Castle Valley Community Center

Present: Chair Mary Beth Fitzburgh, Vice-Chair Marie Hawkins, Member Laura Cameron

Absent: None

Clerk/Recorder: Faylene Roth

CALL TO ORDER at 7:04 P.M.

1. Open Public Comment.

None.

APPROVAL OF MINUTES

2. Regular Meeting April 3, 2013.

Cameron amended the second sentence, paragraph two, Item 7, for clarification and accuracy. She added the following phrase to the end of the sentence: "...in coordination with the Utah Foster Care Foundation."

Hawkins motioned to approve the Minutes of April 3, 2013, as amended. Cameron seconded the Motion. Cameron, Fitzburgh, and Hawkins approved the Motion. The Motion passed unanimously.

REPORTS

3. Correspondence.

None.

4. Town Council Meeting – Chair.

Fitzburgh reported that the Town Council agreed with the PLUC's suggestion that the Town's Land Use Ordinance should not create additional operating hurdles for foster care families. She referred to the information in Utah State Statutes that allows a town of Castle Valley's size and demographics to limit the number of unrelated members in a single-home residence to no less than four (4). Fitzburgh also relayed a comment made by Jack Campbell who was in attendance at the Council Meeting that he remembered the limit of four (4) unrelated persons in a household was included in the Town's Land Use Ordinance in response to past efforts to establish group homes for troubled teens in Castle Valley. PLUC Members agreed to defer further discussion of

how Ordinance 85-3 should address foster care homes until after the Survey Report and General Plan have been completed.

The Town Council, according to Fitzburgh, is planning to re-open contract discussions with the current owners of the Castle Valley Inn. The owners—Jason and Jeanette Graham—have purchased a lot adjacent to the Inn and plan to build a private residence for themselves on the new lot. Fitzburgh reported that the current contract between the Town and the Inn requires that either the owners or a manager be a permanent resident on the Inn property. The Grahams have hired a manager who will live on the property once they move into their new home. She noted, however, that a review of the contract revealed some sections—including inspection schedules—that the Town would like to revisit. The Town has prepared a draft Memorandum of Understanding that the Town will present to the Grahams to identify sections of the contract to be reviewed. Fitzburgh informed PLUC Members that the PLUC will need to review the sections identified in the final Memorandum of Understanding and make specific recommendations to the Town Council for suggested changes.

In her PLUC Report to the Town Council, Fitzburgh asked Council Members to review the General Plan Survey and provide feedback to the PLUC identifying sections where they would like to see more analysis.

Fitzburgh also reported that the Town Council is developing a pay raise policy. She said she will be conducting an annual evaluation of the PLUC Clerk's work performance and asked that PLUC Members submit any comments they may have to her.

#### 5. Permit Agent.

The Building Permit Agent presented a report for activity during the month of April 2013. A Certificate of Occupancy was approved and two electrical permits were issued for upgrades to accommodate plug-in generators.

Roth reported that the electrical contractor for the abovementioned electrical permits complained that Castle Valley's permit application was overly complex and time-consuming, as written, for simple installations as required for these two projects. Fitzburgh reported that another resident had complained about the Town's requirement of a notarized signature on a Certificate of Land Use Compliance for a hoop house that was considered a temporary structure. PLUC Members and Building Permit Agent agreed that for the time being the current permit forms still met their needs.

#### 6. Procedural Matters.

Cameron expressed concern that Ordinance 85-3 was not currently accessible on the Town website. Members, as well as the Clerk, observed that availability of documents was not reliable or always explainable. Roth noted that documents can sometimes be opened in another tab or window when clicking on the title does not work. Fitzburgh requested Roth to ask the Town

Clerk to consult with the Town's website manager to determine what could be causing the failure of documents to open.

Members also discussed how to address issues with the group dynamics of analyzing and producing the Survey Report. They decided to incorporate their concerns during the discussion of the General Plan Review in Item 7.

## NEW BUSINES

None.

## UNFINISHED BUSINESS

### 7. Discussion and possible action re: General Plan Review (tabled).

Cameron motioned to untable Item 7. Hawkins seconded the Motion. Cameron, Fitzburgh, and Hawkins approved the Motion. The Motion passed unanimously.

Some ideas were considered that could have made the survey analysis proceed more efficiently; such as, more directed training in using the database, more time to review the database as a group, and better communication about defining categories, determining the most important information generated, and how to present the data.

PLUC Members continued to discuss how to best present the overwhelming display of numbers, percentages, and rankings. They agreed that Hawkins would write an introductory summary of survey results that would emphasize relative terms over numerical descriptions. Members also agreed that the more detailed report prepared by Fitzburgh, which uses actual numerical responses and percentages to present survey results, would serve as the working document for interpreting the survey results. A few changes, which were suggested by those present, will be made to the next draft. Both the summary and the detailed report will be made available to the public.

Members selected the following questions to be displayed as bar graphs: A7 regarding a municipal well; A10 and A11 regarding septic regulations; C3, G2, E4, and F3 which received the greatest opposition; and C1, B4, F2, and G1 which received the greatest support. Cameron will relay this request to Jeff Fink.

Cameron, Fitzburgh, and Hawkins all presented drafts of summaries for various parts of the report. Sections were reviewed for consistency in interpretations and how to best present the results for different types of questions. Those changes agreed to will be incorporated into the next draft to be presented at the June 5, 2013, PLUC Meeting. Members also reviewed sections that included conclusions or possible editorializing. They decided to maintain the report itself as a statistical document and to include commentary, questions, concerns, and conclusions at the end of the introductory summary. In response to a question from the public, PLUC Members will

also verify the statement in the summary about the number of national parks within the boundaries of Grand County.

Fitzburgh reported that she has talked with Christy Williams about conducting a visioning process for the community in order to generate additional input for the General Plan revision. They considered posing the following question for discussion: "How can Castle Valley become more sustainable?" No date was set.

Hawkins motioned to retable Item 7. Cameron seconded the Motion. Cameron, Fitzburgh, and Hawkins approved the Motion. The Motion passed unanimously.

8. Discussion and possible action re: regulations for solar panels, windmills, and other alternative energy structures (tabled).

Left tabled.

9. Discussion and possible action re: reviewing and amending Ordinance 96-1: Watershed Protection Ordinance (tabled).

Left tabled.

10. Closed Meeting (if needed).

None.

#### ADJOURNMENT

Cameron motioned to adjourn the Meeting. Hawkins seconded the Motion. Cameron, Fitzburgh, and Hawkins approved the Motion. The Motion passed unanimously.

The Meeting was adjourned at 9:42 P.M.

**APPROVED:**

**ATTESTED:**

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**Mary Beth Fitzburgh, Chairperson    Date**

\_\_\_\_\_  
**Alison Fuller, Town Clerk                      Date**